

**WHITCHURCH AND GANAREW****NEIGHBOURHOOD PLAN STEERING GROUP****Minutes of the meeting held on 16 March 2017 at The Old Court Hotel**

**PRESENT** G Litson (Chairman) P Lewis P Cruttwell E Heyes S Borthwick

**ATTENDING** K Shilton (Administration) W Bloxsome (Data Orchard)

**1. APOLOGIES** G Hiscox (Chairman of Whitchurch and Ganarew Group Parish Council)

**2. DECLARATIONS OF INTEREST**

P Cruttwell and A Thomas declared that they have submitted Land Availability and Call For Sites papers to the Steering Group for consideration. At this meeting their proposed site was not discussed and therefore no Steering Group member was required to leave the meeting.

**3. MINUTES OF THE LAST MEETING HELD ON 24 FEBRUARY 2017**

These were agreed and confirmed and signed by the Chairman G Litson.

**4. ACTION POINTS FROM THE MINUTES**

G Litson to arrange a meeting with Karla Johnson Herefordshire Council to review the recent stages of the Plan development.

All other action points have been administered.

**5. FINANCE MATTERS**

5.1 P Cruttwell had circulated a financial summary to all Steering Group members.

5.2 Matters relating to Data Orchard. During this discussion Data Orchard left the meeting room.

The estimates submitted for work assignments to assist develop the Plan to Regulation 16 using Data Orchard were agreed by the meeting.

It was agreed that work completed by Data Orchard to 31 March 2017 should be invoiced to the Steering Group to satisfy the required end of year accounts.

5.3 The meeting agreed to retain the budget for an independent consultant to investigate the water drainage and sewage systems at Whitchurch which has a significant impact on the development of the Plan.

**6. DEVELOPMENT STRATEGY POLICY REVIEW / SETTLEMENT AREAS**

The outline policy documents prepared by Data Orchard at the request of the Steering Group had been circulated to all members prior to this meeting.

The Steering Group together with Data Orchard reviewed and discussed each segment of this proposed development strategy and Plan development.

From this review further actions / requirements were agreed.

6.1 Enterprise Zones require more detail / investigation on their future needs and objectives.

Stoney Hills

Leisure Area and Maze Area

Wyestone Leas

Lowther Area and VW Area

6.2 Affordable Housing requires further detail in relation to the needs submitted from the returned residents question papers.

6.3 Further development areas for Steering Group attention / Plan development.

Community facilities

Transport

Environment

Infrastructure

Contact other Parish Councils

6.4 Small Holdings. It was agreed E Heyes obtain details from Hoople.

6.5 Independent Consultant for water / sewage systems.

It was agreed that G Litson and Data Orchard consider candidates for submission to the Steering Group.

## **7. NEXT MEETINGS**

G Litson to arrange a meeting April 2017 with Karla Johnson and a Development Management Officer Herefordshire Council to review the recent stages of the Plan development.

G Litson to contact Steering Group members regarding the next Plan development meeting.

The meeting started at 5.30pm and ended at 7.40pm

Signed

Chairman

Date